



Certification/Endorsement Support Documents for Educators

Requirements for Career and Technical Education Evaluator (094)

Please see below for the requirements to qualify for a professional certificate. There is no Conditional Certificate for this endorsement. Please note that the endorsement code is 094, which will be used throughout the application process. If you believe you qualify for a professional certificate, please submit an initial application through our online MEIS system.

Five-year professional certificate requirements include completion of sections below. Please note there are two separate transcript analysis pathways for this endorsement.

Transcript Analysis Pathway 1

NOTE: The number in () indicates the number of semester hours required.
(1) Bachelor's degree
(2) Certification by the Commissioner on Certification of Work Adjustment and Vocational Evaluation Specialists
(3) Criminal history record check approval – based on fingerprints

Transcript Analysis Pathway 2 (Cont. on next page)

NOTE: The number in () indicates the number of semester hours required.
(1) Criminal history record check approval – based on fingerprints

(2) Documentation of competency in 8 of the 12 areas listed below. Documentation may include work experience, education, or training.

- (a) **Practicum:** At least 1 semester of actual work experience in the field of assessment in a middle school, junior high school, high school, or career and technical school setting.
- (b) **Job Analysis:** Job analysis is a systematic procedure of identifying a work task and other relevant information, such as physical demands, environmental conditions, aptitudes, temperaments, and training.
- (c) **Functional Limitations of Disability:** "Functional limitations of disability" refers to the body of knowledge about disabilities and the effects of disability on work-related functions.
- (d) **Occupational Information:** Occupational information deals with demand for workers, trends, training, career ladders, geographical and industrial areas where jobs are located, and prevailing wage rates.
- (e) **Work Samples:** This area includes knowledge about the theory and practical application of work samples in career and technical education.
- (f) **Psychometric Testing:** This area deals with the general knowledge of testing using standardized instruments (paper and pencil tests and performance tests) to provide a quantified assessment of cognitive, psychomotor, and affective traits of individuals.
- (g) **Individualized Career and Technical Evaluation Planning:** This is the procedure used to develop and write a plan to structure the evaluation process.
- (h) **Situational Assessment:** This is the systematic procedure for observing, recording, and interpreting job performance and work-related behaviors.
- (i) **Learning Styles:** This area includes knowledge about learning theories and skills used in assessing individual learning styles, and the methods by which the individual most effectively learns.
- (j) **Report Development:** This is the process of developing career and technical evaluation reports, including formatting and writing.
- (k) **Functional Living Skills:** This is the procedure for assessing an individual's ability to function independently in various life situations.
- (l) **Interviewing:** This is the study of the interviewing process and techniques, and an understanding of personality and human development.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>